

CHARTER

OSD Information Technology Executive Committee (ITEC)

Purpose

- This document defines and formalizes the composition, responsibilities, and operating procedures for the Office of the Secretary of Defense (OSD) Information Technology Executive Committee (ITEC).

ITEC Composition

- The ITEC is composed of flag or Senior Executive Service (SES) representatives from each of the OSD Component principal staff assistants and representatives from stakeholder organizations, as deemed appropriate by the ITEC. A table depicting the current membership of the ITEC is attached to this document.

ITEC Mission

- The mission of the OSD ITEC is to serve as the principal executive body for establishing information technology (IT) goals and priorities within the OSD Community and to provide the OSD Chief Information Officer (CIO) with valid requirements and appropriate implementation guidance.

General

- The OSD CIO is responsible for meeting the goals and for implementing the policies and priorities established by the ITEC.
- The OSD CIO is responsible for implementing and managing those common services the ITEC has determined can efficiently and effectively be centrally provided.
- OSD Information Technology Managers, acting as the Information Technology Management Council (ITMC), support the ITEC and the OSD CIO.
- The ITEC may charter subordinate groups as the need arises.
- The Deputy Director, Systems and Services (DD, S&S), Directorate for Information Operations and Reports, Washington Headquarters Services (WHS) functions as the budget and financial officer for the OSD IT community. In this capacity, the DD, S&S serves as the financial advisor to the ITEC and the OSD CIO.

Governing Principles

- All ITEC business decisions must include an explicit evaluation of the associated security risks.
- Major ITEC business decisions must be supported by properly prepared business case analyses.

Chair

- A Chairperson is selected by the ITEC from among its members to serve a one-year term. The OSD CIO acts as the Executive Secretary of the ITEC.

Responsibilities

- The OSD Principal Staff Assistants shall:
 - Appoint primary and alternate members to serve on the OSD ITEC and participate in ITEC sponsored subordinate groups;
 - Identify all sources of IT funding for their organization.
- The ITEC shall:
 - Provide advice and priorities to the OSD CIO for the development and implementation of projects designed to improve IT support and services within OSD;
 - Review, approve and prioritize proposed budget and resource allocations for OSD IT functions;
 - Review OSD CIO policies and procedures proposed for implementation within OSD.
- The ITEC Chair shall:
 - Set ITEC meeting agendas in coordination with ITEC members;
 - Call and preside over ITEC meetings;
 - Publish ITEC meeting minutes;
 - Accept for adjudication issues and policy questions that cannot be resolved at the ITMC level.
- The OSD CIO shall:
 - Serve as Executive Secretariat of the ITEC;
 - Support the ITEC Chair in accomplishing ITEC administrative matters;
 - Refer majority and minority positions to the ITEC for adjudication, when ITMC level consensus cannot be reached.

Operating Procedures

- The ITEC meets at least quarterly to address issues affecting the OSD IT enterprise. The Chair may call additional meetings as required. ITEC members may request the Chair call ad hoc meetings to deal with special or urgent issues.
- An ITEC meeting schedule, identifying date, time and location will be published each December for the following calendar year. The calendar is updated as needed to reflect changes and additions.
- A quorum is required to conduct meetings. A quorum consists of at least a majority (one more than half) of the voting members.
- Decisions are made by majority vote of the voting members. Decisions of the majority of the ITEC may be appealed to the Deputy Secretary.
- The proceedings of ITEC meeting are documented in formal minutes. The minutes are published as soon as practicable, but no later than five business days following the ITEC meeting. A draft of the minutes is provided to ITEC members for comment and the final minutes published in a manner allowing access by all OSD IT stakeholders.
- OSD Components who are not members of the ITEC may attend sessions as observers and may participate at the discretion of the Chair.



D.O. Cooke
Director

OSD Information Technology Executive Committee (ITEC)

Membership

- Assistant to the Secretary of Defense (Executive Secretariat)
 - Under Secretary of Defense (Acquisition, Technology & Logistics)
 - Under Secretary of Defense (Policy)
 - Under Secretary of Defense (Comptroller)
 - Under Secretary of Defense (Personnel & Readiness)
 - Assistant Secretary of Defense (Command, Control, Communications, & Intelligence)
 - Assistant Secretary of Defense (Legislative Affairs)
 - Assistant Secretary of Defense (Public Affairs)
 - Assistant to the Secretary of Defense (Intelligence Oversight)
 - General Counsel
 - Director, Operational Test & Evaluation
 - Director, Administration & Management
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- Director, Net Assessment *
 - Director, Force Transformation *
 - Assistant Secretary of Defense (Health Affairs) *
 - Assistant Secretary of Defense (Reserve Affairs) *
 - Director, Program Analysis & Evaluation *
 - Director, Information Technology & Communications *
 - Washington Headquarters Services/Director, Information Operations & Reports *
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- * Denotes participant/observer